## Organisation Details – All Projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Before submitting an application, we recommend that organisations contact the Grants Team to confirm eligibility. Applicants are advised that projects which score under 50% on the Community Development Grant Scoring Matrix will not be funded. All information, including contact details and the Scoring Matrix, can be found on our webpage: [Mid Suffolk District Council Funding - Mid Suffolk District Council - baberghmidsuffolk.com](https://www.midsuffolk.gov.uk/web/mid-suffolk/w/mid-suffolk-district-council-funding-1) | | | | |
| Organisation Name | |  | | |
| Contact Name | |  | | |
| Project/Activity | |  | | |
| Organisation Address | |  | | |
| Is your project taking place in Mid Suffolk? (Yes or No) | | *This application form is for projects in Mid Suffolk. For projects in Babergh, apply* [*here*](https://www.babergh.gov.uk/web/babergh/w/babergh-district-council-funding-1)*.* | | |
| Postcode |  | | Phone Number |  |
| Email Address |  | | Website |  |
| Project Address  *If different to the address where the organisation is based* |  | | | |

## Organisation Status

|  |  |
| --- | --- |
| How is your organisation constituted?   * Parish Council, Town Council or Parish Meeting * Registered Charity or Trust * Community Interest Company * Community Benefit Society * Charitable Incorporated Organisation * Sports Club * Other (add detail below) | |
| Please specify from the above list: | |
| Charity Number, Companies House Number or Registered Trust Number if applicable |  |
| If a Community Interest or Limited Company, is your organisation limited by shares or guarantee (please specify) |  |
| Date of Registration |  |

## Financial

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide information about previous and forecast financial year end, and enclose a copy of your accounts alongside your application.  *Please note: we can only fund organisations that have bank accounts in the organisation’s name with two signatories* | | | |
| **Details** | **2023/24** | **2024/25** | **2025/26** |
| Total Income | £ | £ | £ |
| Total Expenditure | £ | £ | £ |
| Surplus/carry forward into current financial year | £ | £ | £ |
| Total Grant Aid received | £ | £ | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| Does your organisation have reserves (Yes or No)? If yes, please detail below | |  | |
| Unrestricted | £ | Restricted | £ |

## VAT

|  |  |  |  |
| --- | --- | --- | --- |
| Can you reclaim VAT? |  | VAT Registration Number if applicable |  |

## Volunteering and Staffing

|  |  |
| --- | --- |
| How many volunteers does your organisation have? |  |
| Will this application support additional volunteers? If so, how many? |  |
| Approximately how many volunteering hours per week are supported by your organisation? |  |
| How many paid staff does your organisation have? |  |

## Policies

|  |  |
| --- | --- |
| Does your organisation have the following policies in place? Yes, No, or Working Towards | |
| Equal Opportunities |  |
| Health and Safety |  |
| Adult and Child Safeguarding |  |
| Environmental |  |
| Financial Payments |  |

|  |  |
| --- | --- |
| Does your organisation serve all sectors of the community irrespective of political, religious belief, ethnic origin etc.? |  |

|  |  |
| --- | --- |
| Indicate which groups of people your organisation supports or provides a service to. Put an “X” next to as many as relevant | |
| Households, families and individuals with low incomes |  |
| Older people |  |
| Younger people |  |
| Users of foodbanks |  |
| Those with long-term health issues and / or disabled people |  |
| Unpaid carers |  |
| People from Black, Asian or other ethnic minorities |  |
| Long-term unemployed |  |
| Homeless people |  |
| Refugees |  |
| Other - *please specify*: |  |

# All Projects

Please fill in this section if your project is for capital, revenue or pre-project costs

## Project Details

|  |
| --- |
| What are the main activities or services of your organisation in Mid Suffolk? |
|  |

|  |
| --- |
| What are you applying for funding for? Please be as specific as possible on what you will do and how you will do it |
|  |

|  |
| --- |
| If your project will result in increased running costs for your facility/organisation, how will your organisation meet these costs into the future? |
|  |

## Community Need

|  |
| --- |
| How have you identified the need for your activity or project? Please show why your project is needed and how the community has been involved in identifying said need |
|  |

## Community Benefit

|  |
| --- |
| How many people will benefit from the activity you are applying for funding for, and in what way? |
|  |

## Babergh District Council Priorities

|  |
| --- |
| [The Mid Suffolk Plan](https://www.midsuffolk.gov.uk/documents/d/mid-suffolk/the-mid-suffolk-plan) outlines the priorities of Mid Suffolk District Council. All funding awarded by the Council aligns to one or more of our priorities.  Using the Plan as a guide, please select which Mid Suffolk District Council priority, or priorities, your project aligns to. |
| *Example*  ***Resilience***   * *Building capacity and capability within communities* |
| **Priority** |
| 1) |
| 2) |
| 3) |

## Outcomes and Indicators

|  |  |  |
| --- | --- | --- |
| Using the boxes below, set out up to two outcomes you hope to achieve as a result of our funding. Please use no more than 25 words to describe each one.    If your application for funding is successful, it gives us an agreed framework within which we can monitor progress.    Your outcomes should align with one or more of the above priorities.    Please also provide no more than 2 progress indicators for each outcome, each of which to be described within one sentence. An indicator defines how a piece of information can be assessed or measured to show whether outcomes have been met.  Example outcomes and indicators from a range of previously successful Grant applications can be found on our website here: [example outcomes and indicators](https://www.midsuffolk.gov.uk/documents/d/mid-suffolk/2024-25-example-outcomes-and-indicators-pdf). | | |
| **Outcome 1** | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |
| **Outcome 2**  *A second outcome is not required for pre-project cost applications* | **Outcome** |  |
| Indicator 1 |  |
| Indicator 2 |  |

## Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated project start date: |  | Estimate project end date:  ***Funding must be spent or project complete within 12 months of any grant offer*** |  |

## Costs

|  |  |
| --- | --- |
| Please provide a breakdown of project costs, if Capital based on quotes | |
| Cost | £ Amount |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| Net Cost | **£** |
| VAT | **£** |
| Total Cost | **£** |

## Funding Package

|  |  |  |  |
| --- | --- | --- | --- |
| Where have you obtained or where will you be seeking the remaining funding for this project or activity from? | | | |
| Funding Source | Secured (Yes or No) | If not secured, when will you know? | Amount £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Amount being applied for from Community Development Grant | | | **£** |
| If applicable, amount being applied for from Section 106 | | | **£** |
| Total being applied for from Mid Suffolk District Council | | | **£** |
| Total Funding (**this should match the total cost figures provided**) | | | **£** |

## Additional Documentation

|  |  |
| --- | --- |
| Please submit alongside your application form any documentation that may assist us in assessing your application. For all projects, this includes accounts. For Capital projects, this includes quotes. If a document such as a community consultation is referenced in the application, this must be submitted alongside it. Other documents you may wish to provide include but are not limited to:   * Photographs * Community Surveys * Parish Council or District Councillor support * Site Plans * Business/Project Plans * Community Planning Documents such as Parish Infrastructure Investment Plans, Neighbourhood Plans or People & Place Plans * Maps * Planning Permission Notices | |
| Have accounts been submitted alongside this application? |  |
| If applicable, have quotes been submitted alongside this application?  ***If you have not been able to gather your quotes, please explain why.*** |  |

## Subsidy Control (Formerly State Aid)

|  |  |
| --- | --- |
| Babergh and Mid Suffolk District Councils will be providing this grant to your organisation as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).  MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years).This means that all subsidy received by your business/organisation over the last three years, including the total requested from this grant fund, should not exceed a total of £315,000. | |
| Has your organisation received in the last three years, or are you currently applying for, any grants or Subsidies/State Aid?  *This includes any public funded grants (including from national bodies), Mid Suffolk District Council Community Grants/CIL, National Lottery, business rate discounts, Growth Hub business support etc.* |  |

|  |  |  |
| --- | --- | --- |
| If yes, which grants have been received? | | |
| Grant | Amount | Year |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |

# Capital Projects Only

Please only fill in this section if your project is a capital project (building or infrastructure works)

## Facilities

|  |  |
| --- | --- |
| How do you hold the land or buildings at present? Please specify Leasehold or Freehold | |
|  | |
| If leasehold, please state the name and address of the owner as well as the expiry date of the lease |  |
| If applicable, what is the age of the current facility? |  |

## Planning and Building Control

Please note that we need Security of Tenure to be demonstrated through Freehold or a lease of at least 10 years. (25 years if applying for more than £10,000)

|  |  |  |  |
| --- | --- | --- | --- |
| Have you liaised with Planning and Building Control regarding your project? |  | If applicable, the name of the Planning Officer who has been dealing with your case |  |
| Building Control certificate number, if applicable |  | Planning Permission reference number, if applicable |  |
| Which organisation is responsible for the management of the facility? | | |  |
| What is the expected life of the project once complete? | | |  |

## Quotes

|  |  |
| --- | --- |
| Please list project quotations received below. **Please note that a minimum of 2 quotes are required for each project element.** | |
| Project Element |  |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

|  |  |
| --- | --- |
| Project Element |  |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

|  |  |
| --- | --- |
| Project Element |  |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

## Section 106 and Community Infrastructure Levy

Please complete this section only if you are applying for Section 106 or Community Infrastructure Levy (CIL).

|  |  |
| --- | --- |
| Is your project linked to an existing Community Infrastructure Levy (CIL) Application or Enquiry Form? |  |
| Section 106 availability varies per Parish, and can be applied for alongside Combined Community Grants. If the Grants Team has indicated Section 106 may be available towards your project, please fill in this section | |
| Are you applying for Section 106 alongside your Combined Community Grant application? |  |
| What is the amount of Section 106 you are applying for? |  |
| Have you notified your Parish/Town Council? |  |
| If applicable, does your project feature in your local Parish Infrastructure Investment Plan (PIIP)? |  |

# Pre-Project Costs Projects Only

Please only fill in this section if your application is for a pre-project cost (such as feasibility studies or architect/design costs)

|  |  |
| --- | --- |
| Please list project quotation received (if applicable) below: | |
| Supplier | Amount £ |
| 1. |  |
| 2. |  |
| 3. |  |
| Preferred Supplier? |  |

|  |  |
| --- | --- |
| Have you sought pro-bono support, through an organisation such as Suffolk Pro-Help? |  |

# Revenue Cost Applications Only

Please only fill in this section if your application is for general running costs (such as salaries, strategic consultancy or service delivery)

|  |
| --- |
| How do you monitor the effectiveness of your organisation’s work? |
|  |

|  |
| --- |
| How many residents of Babergh and/or Mid Suffolk do you provide a service to on a yearly basis? |
|  |

# Cultural Organisations Only

Please only fill in this section if your organisation could be considered a cultural or arts organisation, such as a museum.

|  |
| --- |
| How does your organisation align to Mid Suffolk District Council’s Culture, Heritage and Visitor Economy Strategy? [View the Strategy](https://midsuffolk.gov.uk/documents/54707/94130/CTC-BAMS-Culture-Heritage-Visitor-Economy-Strategy-v5-22Feb23.pdf/f91604c8-5221-130b-b740-1c1db41e7922?t=1682605175437).  Organisations need to be able to demonstrate that they contribute to one or more of the following strategic themes and have demonstrable wider community benefit.   * Building cultural habits – improving the everyday experience of residents and visitors * Accelerating progress – developing the sector and its resilience * Accelerating progress – data, insight & digital transformation * Driving collaboration to evolve cultural heritage places and destinations |
|  |

# Declaration – All Projects

Please ensure that this application is signed and dated.

I confirm that the MFA threshold has not and will not be exceeded by the enterprise receiving the proposed assistance.

I declare that I am authorised to make this Grant application on behalf of the above organisation and that the information given is correct and complete.

I understand that you will use the information I have provided to assess and process the Grant application. You may check some of the information with other sources within the Council, other Councils and Government departments. You may also get information from other organisations to make sure the information is accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Has every section relevant to your project been completed?  *If there is important information missing or not in the relevant section, we will not be able to accept your application* | |  | |
| Signature |  | Name |  |
| Position |  | Date |  |

## Completed Forms

Please return the completed form by email to [BMSDCGrants@baberghmidsuffolk.gov.uk](mailto:BMSDCGrants@baberghmidsuffolk.gov.uk)

Alternatively, please return by post to the following address:

The Grants Team - Communities

Babergh and Mid Suffolk District Councils

Endeavour House

8 Russell Road

Ipswich

IP1 2BX

## Data Protection Notice

Any personal information processed by Babergh and Mid Suffolk District Council arising from Community Grant Fund Application will be protected in accordance with the Data Protection Act 2018.  For more information on how we process your personal information or for information regarding Mid Suffolk District Council’s Data Protection Policy and your right to information go to <https://www.midsuffolk.gov.uk/privacy-policy1>

If you are part of the Voluntary, Community, Faith or Social Enterprise (VCFSE) sector further support is available from [Community Action Suffolk](https://www.communityactionsuffolk.org.uk/) (CAS) which includes:

* [Advice and Support](https://www.communityactionsuffolk.org.uk/organisation-support/sustainability-and-funding-advice/coronavirus-funding-and-sustainability/): CAS provides support to help set up new community organisations and charities, as well as advice on legislation, governance, funding and management
* [Health check](https://www.communityactionsuffolk.org.uk/?s=healthcheck): a free to use self assessment tool which can help organisations identify strengths and weaknesses, as well as helping to prepare for submitting funding applications
* [Funding 4 Suffolk:](https://funding.idoxopen4community.co.uk/suffolk/) search for available funding using the Funding 4 Suffolk Portal